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ABSTRACT

The course outline has been prepared as a guide for the vocational student employed full time and enrolled in a cooperative education program in the area of his vocational objective. The 45-hour course is presented in nine instructional blocks: cooperative job description, identification of training agency organization, identification of training agency operations, training agency responsibilities, trainee self-evaluation, trainee basic skills development, on-the-job problems and solutions, what your manual should include, and an evaluation. Specific block objectives are outlined. During the course, the student is supervised cooperatively by the teacher-coordinator and the training agency supervisor. The teacher and employer act as guide and resource persons. Once-a-week classroom meetings provide vocationally related materials correlated with the on-the-job training activity. (AG)

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AUTHORIZED COURSE OF INSTRUCTION FOR THE QUINMESTER PROGRAM

Course Outline
COOPERATIVE BUSINESS EDUCATION 1 - 7775
COOPERATIVE HEALTH OCCUPATION EDUCATION - 3099
DISTRIBUTIVE EDUCATION 2 - 4636
DIVERSIFIED COOPERATIVE TRAINING 1 - 8601
(Employability Skills for the Vocational
Cooperative Education Student)
Department 48 - Quin 7775.06, 3099.06
4636.05, 8601.05

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DADE COUNTY PUBLIC SCHOOLS
DIVISION OF INSTRUCTION-1973

ED 097474

D A D E C O U N T Y P U B L I C S C H O O L S

1 4 5 0 N O R T H E A S T S E C O N D A V E N U E

M I A M I, F L O R I D A 33132

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Department 48 - Quin 7775.06, 3099.06, 4636.05 and 8601.05

county office of

VOCATIONAL AND ADULT EDUCATION

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Dade County Public Schools
Miami, Florida 33132

November, 1972

Published by the School Board of Dade County

Course Description

7775 3099 4636 8602		7775.06 3099.06 4636.05 8602.05	Employability Skills for the Vocational Cooperative Education Student
8602	48	8602.05	Employability Skills for the Vocational Cooperative Education Student
State Category Number	County Dept. Number	County Course Number	Course Title

This quinmester course of study permits students entering vocational cooperative education to work full time with an individual training plan to be developed between the coordinator, the training sponsor, and the student. Before enrolling, students must have approval of each subject area teacher-coordinator.

Clock Hours: 45

PREFACE

The following quinmester course outline has been prepared as a guide for the vocational student employed full time and enrolled in a Cooperative Education Program in the area of his vocational objective.

This forty-five hour quinmester course is offered both as an introductory course and as an optional fifth quin of a series of cooperative education quinmester courses.

The student is supervised cooperatively by the teacher-coordinator and the training agency sponsor. The supervision is based on the skills training plan developed cooperatively by them. In conjunction with the program, the student develops a manual under the supervision of the teacher-coordinator.

Arrangement is made for the student to meet once a week with his teacher-coordinator. The visit will be concerned with his progress on the skills training plan and the manual, which is developed from these eight blocks of the course outline.

Both the training plan and the manual are directed to the career goal objective of the student.

No basic text is used. The bibliography contains the reference materials needed for the development of the training plan and the manual.

The teacher's role with the student is that of a guide and resource person giving each student individual help at each meeting when needed and asked for. Since the student will be employed full time, the employer or training agency assumes the additional role of guide and resource person. The classroom meetings will include providing vocational related instructional materials correlated with the on-the-job training activity pursued by the student learner.

This outline was developed through the cooperative efforts of the instructional and supervisory personnel, the Quinmester Advisory Committee, and the Vocational Curriculum Materials Service, and has been approved by the Dade County Vocational Curriculum Committee.

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GOALS

The full-time employed student enrolled in a Cooperative Vocational Quinmester program will be able to demonstrate:

1. Ability to coordinate the requirements of a limited supervised program of instruction with the demands of full-time employment.

2. Ability to organize and present required factual material in a prescribed manner.

3. Ability to identify and relate to his employment current local, state, and federal regulations.

4. Ability to make a self-evaluation and to develop a plan of action for personal improvement.

5. Ability to recognize on-the-job problems and to find reasonable solutions.

SPECIFIC BLOCK OBJECTIVES

BLOCK I - COOPERATIVE JOB DESCRIPTION

The student must be able to:

1. Write a job description of his/her full-time job.

BLOCK II - IDENTIFICATION OF TRAINING AGENCY ORGANIZATION

The student must be able to:

1. Determine and identify the type of organization under which his/her training agency operates.
2. Describe the internal organization of his/her training agency.

BLOCK III - IDENTIFICATION OF TRAINING AGENCY OPERATIONS

The student must be able to:

1. Demonstrate an understanding of the marketing operations of his training agency.
2. Demonstrate knowledge of the purchasing operations of his training agency.
3. Demonstrate knowledge of the personnel operations of his training agency.
4. Demonstrate knowledge of the office operations of his training agency.
5. Demonstrate knowledge of the production operation of his training agency.

BLOCK IV - TRAINING AGENCY RESPONSIBILITIES

The student must be able to:

1. List the responsibilities of the training agency to the student, to the school, and to the community.
2. Explain how the training agency provides monetary compensation.

BLOCK V - TRAINEE SELF-EVALUATION

The student must be able to:

1. Complete a self-evaluation.
2. Analyze his self-evaluation.
3. Develop a plan of action for personal improvement.

BLOCK VI - TRAINEE BASIC SKILLS DEVELOPMENT

The student must be able to:

1. Verbalize an evaluation of his basic skills.
2. Develop a plan for basic skills improvement.

BLOCK VII - ON-THE-JOB PROBLEMS AND SOLUTIONS

The student must be able to:

1. Identify on-the-job problems.
2. Collect facts about the problem.
3. Select solutions for on-the-job problems.
4. Determine the most reasonable solution.

BLOCK VIII - MAKE-UP OF MANUAL

The student must be able to:

1. Complete a manual including the six required parts.
2. Complete the indicated topics of the manual.
3. Complete the manual according to the prescribed format.

BLOCK XIX - QUINMESTER EVALUATION

Course Outline

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Department 48 - Quin 7775.06, 3099.06, 4636.05 and 8601.05

I. COOPERATIVE JOB DESCRIPTION

A. Job Identification

B. Job Summary
1. Duties
2. Required knowledge

C. Superivision
1. Job relationship to company organizational chart
2. Extent of job responsibility

D. Equipment and Materials for the Job

E. Working Conditions
1. Climactic
2. Safety
3. Co-workers

F. Skills
1. Basic:
a. Vocabulary
b. Mathematics
2. Technical vocabulary
3. Human relations
4. Manipulative
5. Spatial

II. IDENTIFICATION OF TRAINING AGENCY ORGANIZATION

A. Sole Proprietorship

B. Partnership

C. Corporation

D. Internal Business Organization
1. Line
2. Function
3. Line and staff

III. IDENTIFICATION OF TRAINING AGENCY OPERATIONS

A. Marketing
   1. Channels of distribution
   2. Pricing policies and procedures
   3. Salesmanship
   4. Advertising and sales promotion

B. Purchasing
   1. Credit policies and procedures
   2. Budgeting:
      a. Sales
      b. Merchandising
      c. Expenses

C. Personnel
   1. Compensation and benefits
   2. Labor relations and legislation

D. Other Management Operations
   1. Office
   2. Shipping and transportation
   3. Production

IV. TRAINING AGENCY RESPONSIBILITIES

A. Provides a Training Agency

B. Cooperates with the Coordinator
   1. Provides occupational experiences
   2. Guarantees full-time employment

C. Provides Monetary Compensation
   1. Federal wage law
   2. Earned increments

D. Provides Assistance in Developing Career Jobs
   1. Diversified job experiences
   2. Maintenance of equal job status with job employees:
      a. Social Security
      b. Insurance
      c. Labor laws

E. Provides Performance and Progress Ratings

V. TRAINEE SELF-EVALUATION

A. Evaluation of Own Personality
   1. Self-administered test
   2. Observation
   3. Comparisons

V. TRAINEE SELF-EVALUATION (Contd.)

B. Analysis of Own Evaluation
   1. Determine area of improvement
   2. Evaluate goals for improvement

C. Development of Plan of Action for Improvement
   1. Immediate
   2. Future goals

D. Putting the Plan into Action
   1. Target date
   2. Periodical evaluation
   3. Achieving success

VI. TRAINEE BASIC SKILLS DEVELOPMENT

A. Reading
   1. Speed
   2. Comprehension

B. Word Power
   1. Technical vocabulary
   2. Spelling

C. Mathematics
   1. Basic
   2. Related

VII. ON-THE-JOB PROBLEMS AND SOLUTIONS

A. On-the-Job
   1. How to ask for a raise
   2. How to maintain a positive attitude
   3. How to ask questions
   4. How to determine amount of production:
      a. Eager-beaver
      b. Phlegmatic
   5. How to identify types of supervisors:
      a. Autocratic
      b. Laissez-faire
      c. Democratic
   6. How to distinguish between gossip, rumor, and fact
   7. How to recognize cliques
   8. How to take criticism
   9. How to get a promotion

B. Collecting the Facts

C. Finding Solutions

D. Selecting the Solution

VIII. WHAT YOUR MANUAL SHOULD INCLUDE

A. Title Page

B. Table of Contents and Index

C. Introduction

D. Body of Manual, Including Six Sections

E. Glossary of Terms

F. Bibliography

XIX. QUINMESTER EVALUATION

BIBLIOGRAPHY

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Basic References:

None

Supplementary References:

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A P P E N D I X

QUINMESTER EVALUATION SAMPLE

QUINMESTER EVALUATION

Manual Evaluation Sheet

Student Name _____

Training Agency _____

Title of Job _____

Date _____ Evaluated by _____

ITEM	MISSING	INCOMPLETE	INCORRECT	CORRECT	COMMENT
OCCUPATION MANUAL:					
1. Title page					
2. Table of contents					
3. Introduction					
4. Body of manual					
5. Glossary of terms					
6. Bibliography					
7. Index					

ITEM	MISSING	INCOMPLETE	INCORRECT	CORRECT	COMMENT
TOPICS:					
1. Cooperative job description					
2. Identification of training agency organization					
3. Identification of training agency operations					
4. Training agencies responsibilities					
5. Trainee's self-evaluation					
6. Trainee's basic skill development					
FORMAT:					
1. Approved size					
2. Organization					
3. English					
4. Words correctly used					
5. Neat					
6. Illustrations well chosen					
7. Charts, drawings in ink					

ITEM	MISSING	INCOMPLETE	INCORRECT	CORRECT	COMMENT
FORMAT (Contd.): 8. Charts, drawings, diagrams clearly labeled					
9. Manual showing original touch					
10. Manual presented in three-ringed loose-leaf folder					
GRADE					